

4.0 The requirement could not be anticipated earlier, is emergent in nature. The items are required for Project No. _____ a sponsored/in house project and the deadline for delivery is _____. The consequence if the item is not procured within the deadline is _____.

5.0 The details about the life of the equipment, availability of spares, case of maintenance etc.

6.0 The delivery of the item is required by _____

The availability of Funds.

Name of project _____

Budget of project _____

Whether necessary fund is available to process this item. Yes/No

This should commensurate with the delivery schedule. PME/Accounts

7.0 The installation requirements like area, power Civil works etc. are ready. Yes/No

a) Installation required. Yes/No

b) Training required. Yes/No

8.0 The list of available vendors, their addresses and websites wherever available:

- 1.
- 2.
- 3.

9.0 The inspection schedule for the item is as under:

Signature of the **Indenter**

Head / Project Leader

10.0 Certified that the items are not available in Stores/are partly available.

10.1 Particulars of last purchase of material indented :

Sr no	Item	Qty Purchased	Rate/Unit	From whom purchased with Order No. & Date	Stock on hand	Remarks

10.2 Substitute, if any, available (Indenter may please see and confirm acceptance).

Dealing Asst. (S&P)
Date _____

SPO / AR , S&P / Head S&P
Date _____